



Request for Proposals

RFP Item #16-200

Land Mobile Radio Consulting Services

For

Augusta, Georgia – Information Technology Department

RFP Due: Wednesday, July 27, 2016 @ 11:00 A.M.

One Original and Twelve (12) Copies of RFP shall be submitted

Thanks for doing business with us . . .

*Geri A. Sams, Procurement Director
535 Telfair Street, Room 605
Augusta, Georgia 30901*



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Request for Proposal

Request for Proposals will be received at this office until Wednesday, July 27, 2016 @ 11:00 a.m. for furnishing:

RFP Item #16-200 Land Mobile Radio Consulting Services – Information Technology

RFPs will be received by: The Augusta Commission hereinafter referred to as the OWNER at the offices of:

Geri A. Sams, Director
Augusta Procurement Department
535 Telfair Street - Room 605
Augusta, Georgia 30901

RFP documents may be viewed on the Augusta Georgia web site under the Procurement Department **ARCbid**. RFP documents may be obtained at the office of the Augusta, GA Procurement Department, 535 Telfair Street – Room 605, Augusta, GA 30901.

Pre Proposal/Telephone Conference will be held on Thursday, July 7, 2016, @ 3:00 p.m. in the Procurement Department, 535 Telfair Street, Room 605. If you choose to teleconference there is a \$35.00 fee. Make the \$35.00 check payable "Augusta Georgia Commission" and mail to Geri A. Sams, Director Augusta Procurement Department 535 Telfair Street - Room 605 Augusta, Georgia 30901.

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Tuesday, July 12, 2016, @ 5:00 P.M. No RFP will be accepted by fax, all must be received by mail or hand delivered.

No RFP may be withdrawn for a period of 120 days after bids have been opened, pending the execution of contract with the successful bidder(s).

Request for proposals (RFP) and specifications. An RFP shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions, applicable to the procurement. **All specific requirements contained in the request for proposal including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the bid which are not waivable or modifiable by the Procurement Director.** All requests to waive or modify any such material condition shall be submitted through the Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission. Please mark RFP number on the outside of the envelope.

Proponents are cautioned that acquisition of RFP documents through any source other than the office of the Procurement Department is not advisable. Acquisition of RFP documents from unauthorized sources places the proponent at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

Correspondence must be submitted via mail, fax or email as follows:

**Augusta Procurement Department
Attn: Geri A. Sams, Director of Procurement
535 Telfair Street, Room 605
Augusta, GA 30901
Fax: 706-821-2811 or Email: procbidandcontract@augustaga.gov**

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle June 9, 16, 23, 30, 2016

Metro Courier June 15, 2016

cc: Louis C. Brazzell Deputy Administrator
 Tameka Allen Information Technology

Revised: 2/17/2016

INSTRUCTIONS TO SUBMIT

INSTRUCTIONS TO SUBMIT

1.1 **Purpose:** The purpose of this document is to provide general and specific information for use by vendors in submitting a proposal to supply Augusta, Georgia with equipment, supplies, and or services as listed above. All proposals are governed by the Augusta, Georgia Code.

1.2 **Viewing the Augusta Code:** All proposals are governed and awarded in accordance with the applicable federal and state regulations and the Augusta, Georgia Code. To view the Code visit Augusta's website at www.augustaga.gov or <http://www.augustaga.gov/index.aspx?NID=685> **Guidelines & Procedures.**

1.3 **Compliance with laws:** The Proponent shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or Augusta, Georgia statute, ordinances and rules during the performance of any contract between the Proponent and Augusta, Georgia. Any such requirement specifically set forth in any contract document between the Proponent and Augusta, Georgia shall be supplementary to this section and not in substitution thereof.

1.4 **Proposal's For All Or Part:** Unless otherwise specified by Augusta, Georgia or by the proponent, **AUGUSTA, GEORGIA RESERVES THE RIGHT TO MAKE AWARD ON ALL ITEMS, OR ON ANY OF THE ITEMS ACCORDING TO THE BEST INTEREST OF AUGUSTA, GEORGIA.** Proponent may restrict his proposal to consideration in the aggregate by so stating, but must name a unit price on each item submitted upon.

1.5 **All protest shall be made in writing to:**

Attn: Geri A. Sams,
Director of Procurement
535 Telfair Street, Room 605
Augusta, GA 30901,
Fax: 706-821-2811 or
Email:
procbidandcontract@augustaga.gov

1.6 **Minority/Women Business Enterprise (MWBE) Policy:** *Court Order Enjoining Race-Based Portion of DBE Program Augusta, Georgia does not have a race or gender conscious Disadvantaged Business Enterprises (DBE) program for projects having Augusta, Georgia as the source of funding. Augusta does enforce mandatory DBE requirements of federal and state agencies on contracts funded by such agencies and has a DBE Program to comply with U.S. Department of Transportation (DOT), Federal Transit Administration (FTA), Federal Aviation Administration (FAA) and other federal and state mandated DBE requirements for certain DOT, FTA, FAA, and other federal and state assisted contracts as required by 49 C.F.R. Part 26, et. seq. and/or 49 C.F.R. Part 23, et. seq. This DBE program is only for DOT, FTA and FAA assisted contracts and other federal or state funded contracts having mandatory DBE requirements. (See Article 13 of the Augusta, GA. Code.)*

Augusta, Georgia prohibits any language in any solicitation, bid or contract that is inconsistent with the July 21, 2011 Court Order in the case, Thompson Wrecking, Inc. v. Augusta Georgia, civil action No. 1:07-CV-019. Any such language appearing in any Augusta, Georgia solicitation, bid or contract is void and unenforceable.

A copy of this Order can be reviewed at www.augustaga.gov home page.

1.7 **Augusta, Georgia License Requirement:** For further information contact the License and Inspection Department @ 706 312-5050.

General Contractors License Number: If applicable, in accordance with O.C.G.A. §43-41, or be subjected to penalties as may be required by law.

Utility Contractor License Number: If applicable, in accordance with O.C.G.A. §43-14, or be subjected to penalties as may be required by law.

1.8 **Terms of Contract:** (Check where applicable)
☐ (A) Annual Contract
☐ (B) One time Purchase.
☒ (C) Other



NOTICE TO ALL VENDORS

(PLEASE READ CAREFULLY)

ADHERE TO THE BELOW INSTRUCTIONS AND DO NOT SUBSTITUTE FORMS

PLEASE READ CAREFULLY:

Attachment B is a consolidated document consisting of:

1. Business License Number Requirement (must be provided)
2. Acknowledgement of Addenda (must be acknowledged, if any)
3. Statement of Non-Discrimination
4. Non-Collusion Affidavit of Prime Proponent/Offeree
5. Conflict of Interest
6. Contractor Affidavit and Agreement (E-Verify User ID Number must be provided)

Attachment B Must be Notarized & the 2 Pages Must be returned with your submittal - No Exceptions.

Business License Requirement: Proponent must be licensed in the Governmental entity for where they do the majority of their business. Your **company's business license number must** be provided on Page 1 of Attachment B. If your Governmental entity (State or Local) does not require a business license, your company will be required to obtain a Richmond County business license if awarded a contract. For further information contact the License and Inspection Department @ 706 312-5050.

Acknowledgement of Addenda: You Must acknowledge all Addenda. See Page 1 of Attachment B.

E-Verify * User Identification Number (Company I.D.) The recommended awarded vendor will be required to provide a copy of Homeland Security's Memorandum Of Understanding (MOU)

Affidavit Verifying Status for Augusta Benefit Application (S.A.V.E. Program) (Must Be Returned With Your Submittal)

Return Only If Applicable:

1. The Exception Sheet (if applicable)
2. Local Vendor Registration (if applicable)

The successful proponent will submit the following forms to the Procurement Department no later than five (5) days after receiving the "Letter of Recommendation" (Vendor's letter will denote the date forms are to be received)

1. Georgia Security and Immigration Subcontractor Affidavit
2. Non-Collusion Affidavit of Sub-Contractor

WARNING:

Please review "Notice to Proponent" regarding Augusta Georgia's Local Small Business Opportunity Program Proponent Requirements.

Vendors are cautioned that acquisition of proposal documents through any source other than the office of the Procurement Department is not advisable. Acquisition of proposal documents from unauthorized sources places the proposer at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

Proposals are publicly opened. It is your responsibility to ensure that your company has met the Specifications and Licenses' requirements prior to submitting a proposal.



Attachment B

You Must Complete and Return the 2 pages of Attachment B with Your Submittal. Document Must Be Notarized.

Augusta, Georgia Augusta Procurement Department

ATTN: Procurement Director

535 Telfair Street, Suite 605

Augusta, Georgia 30901

Name of Proponent: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____ Email: _____

Do You Have A Business License? Yes: _____ No: _____

Augusta, GA Business License # for your Company (Must Provide): _____

And/or Your State/Local Business License # for your Company (Must Provide): _____

Utility Contractors License # (Must Provide if applicable): MUST BE LISTED ON FRONT OF ENVELOPE

General Contractor License # (Must Provide if applicable): _____

Additional Specialty License # (Must Provide if applicable): _____

NOTE: Company must be licensed in the Governmental entity for where they do the majority of their business. If your Governmental entity (State or Local) does not require a business license, please state above (Procurement will verify), your company will be required to obtain a Richmond County business license if awarded a RFP. For further information regarding Augusta, GA license requirements, please contact the License and Inspection Department @ 706 312-5050.

List the State, City & County that issued your license: _____

Acknowledgement of Addenda: (#1) _____: (#2) _____: (#3) _____: (#4) _____: (#5) _____: (#6) _____: (#7) _____: (#8) _____:

NOTE: CHECK APPROPRIATE BOX(ES)- ADD ADDITIONAL NUMBERS AS APPLICABLE

Statement of Non-Discrimination

The undersigned understands that it is the policy of Augusta, Georgia to promote full and equal business opportunity for all persons doing business with Augusta, Georgia. The undersigned covenants that we have not discriminated, on the basis of race, religion, gender, national origin or ethnicity, with regard to prime contracting, subcontracting or partnering opportunities.

The undersigned covenants and agrees to make good faith efforts to ensure maximum practicable participation of local small businesses on the proposal or contract awarded by Augusta, Georgia. The undersigned further covenants that we have completed truthfully and fully the required forms regarding good faith efforts and local small business subcontractor/supplier utilization.

The undersigned further covenants and agrees not to engage in discriminatory conduct of any type against local small businesses, in conformity with Augusta, Georgia's Local Small Business Opportunity Program. Set forth below is the signature of an officer of the proposer/contracting entity with the authority to bind the entity.

The undersigned acknowledge and warrant that this Company has been made aware of understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;

That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;

That the failure of this Company to satisfactorily discharge any of the promises of nondiscrimination as made and set forth herein shall constitute a material breach of contract entitling Augusta, Georgia to declare the contract in default and to exercise any and all applicable rights remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Non-Collusion of Prime Proponent

By submission of a proposal, the vendor certifies, under penalty of perjury, that to the best of its knowledge and belief:

(a) The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.

(b) Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor.

(c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition. Collusions and fraud in proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

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Conflict of Interest

By submission of a proposal, the responding firm certifies, under penalty of perjury, that to the best of its knowledge and belief:

1. No circumstances exist which cause a Conflict of Interest in performing the services required by this RFP, and
2. That no employee of the County, nor any member thereof, nor any public agency or official affected by this RFP, has any pecuniary interest in the business of the responding firm or his sub-consultant(s) has any interest that would conflict in any manner or degree with the performance related to this RFP.

By submission of a proposal, the vendor certifies under penalty of perjury, that to the best of its knowledge and belief:

- (a) The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.
- (b) Unless otherwise required by law, the prices which have been quoted in the proposal have not knowingly been disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or competitor.
- (c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership or cooperation to submit or not to submit a proposal for the purpose of restricting competition. For any breach or violation of this provision, the County shall have the right to terminate any related contract or agreement without liability and at its discretion to deduct from the price, or otherwise recover, the full amount of such fee, commission, percentage, gift, payment or consideration.

Contractor Affidavit and Agreement

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Augusta, Georgia Board of Commissioners has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. §13-10-91. The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Augusta, Georgia Board of Commissioners, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. §13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Augusta, Georgia Board of Commissioners at the time the subcontractor(s) is retained to perform such service.

Georgia Law requires your company to have an E-Verify*User Identification Number (Company I.D.) on or after July 1, 2009.

For additional information or to enroll your company, visit the **State of Georgia** website:

<https://e-verify.uscis.gov/enroll/> and/or http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf

****E-Verify * User Identification Number (Company I.D.) _____**

NOTE: E-VERIFY USER IDENTIFICATION NUMBER (COMPANY I.D.) MUST BE PROVIDED: IN ADDITION, THE RECOMMENDED AWARDED VENDOR WILL BE REQUIRED TO PROVIDE A COPY OF HOMELAND SECURITY'S MEMORANDUM OF UNDERSTANDING (MOU)

The undersigned further agrees to submit a notarized copy of Attachment B and any required documentation noted as part of the Augusta, Georgia Board of Commissions specifications which govern this process. In addition, the undersigned agrees to submit all required forms for any subcontractor(s) as requested and or required. **I further understand that my submittal will be deemed non-compliant if any part of this process is violated.**

Company Name

BY: Authorized Officer or Agent
(Contractor Signature)

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20____

NOTARY SEAL

Notary Public

My Commission Expires: _____

You Must Complete and Return the 2 pages of Attachment B with Your Submittal. Document Must Be Notarized.

REV. 2/17/2016



You Must Complete and Return with Your Submittal. Document Must Be Notarized

Systematic Alien Verification for Entitlements (SAVE) Program

Affidavit Verifying Status for Augusta, Georgia Benefit Application By executing this affidavit under oath, as an applicant for an Augusta, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my proposal for an Augusta, Georgia contract for

[Proposal Project Number and Project Name]

[Print/Type: Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

[Print/Type: Name of business, corporation, partnership, or other private entity]

1.) _____ I am a citizen of the United States.

OR

2.) _____ I am a legal permanent resident 18 years of age or older.

OR

3.) _____ I am an otherwise qualified alien (8 § USC 1641) or nonimmigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant

Printed Name

* Alien Registration Number for Non-Citizens

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20____

Notary Public

My Commission Expires: _____

NOTARY SEAL

Note: THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL

REV. 7/12/2015

Local Small Business Opportunity Program Ordinance Requirements
Notice To All Proponents PLEASE READ CAREFULLY Shall apply to **ALL**
Bids/RFPs/RFOs regardless of the dollar amount

In accordance with Chapter 10B of the AUGUSTA, GA. CODE, Contractors agree to collect and maintain all records necessary to for Augusta, Georgia to evaluate the effectiveness of its Local Small Business Opportunity Program and to make such records available to Augusta, Georgia upon request. The requirements of the Local Small Business Opportunity Program can be found at www.augustaga.gov. In accordance with AUGUSTA, GA. CODE, Contractors shall report to Augusta, Georgia the total dollars paid to each subcontractor, vendor, or other business on each contract, and shall provide such payment affidavits, regarding payment to subcontractors, if any as required by Augusta, Georgia. Such

SHALL APPLY TO PROJECTS \$100,000 & UP

Sec. 1-10-129. Local small business opportunities program participation.

(a) Sealed Bids, Sealed Proposals, Professional Services And Other Major Purchasing. The following procedures and contract requirements will be used to insure that local small businesses are encouraged to participate in Augusta, Georgia contracts, including but not limited to construction contracts, requests for professional services and the performance of public works contracts. The Augusta, Georgia user department shall indicate goals for local small business in all solicitations for contracts over \$100,000 in value:

(1) Bid conditions, requests for proposals, and all other specifications for contracts awarded by Augusta, Georgia will require that, where subcontracting goal is utilized in performing the contract, the bidder or proponent, will make Good Faith Efforts to subcontract with or purchase supplies from local small businesses. Bid specifications will require the bidder or proponent to keep records of such efforts that are adequate to permit a determination of compliance with this requirement.

(2) Each Proponent shall be required to provide documentation of achieving goal or provide documentation of Good Faith Efforts to engage local small businesses as subcontractors or suppliers, the names of local small businesses and other subcontractors to whom it intends to award subcontracts, the dollar value of the subcontracts, and the scope of the work to be performed, recorded on the form(s) provided or made available as part of the bid package. If there are no sub-contracting opportunities, bidder shall so indicate on the appropriate form.

(6) All solicitation documents shall require bidders or proponents to submit with their bid/proposal the following written documents, statements or forms, which shall be made available by the Procurement Department.

(i) Non-Discrimination Statement which shall affirm the bidder's: (a) adherence to the policies of Augusta, Georgia relating to equal opportunity in contracting; (b) agreement to undertake certain measures as provided in this policy to ensure maximum practicable participation of local small businesses; and (c) agreement not to engage in discriminatory conduct of any type.

(ii) Proposed Local Small Business Subcontractor/Supplier Utilization Plan.

(iii) Documentation of Good Faith Efforts to use local small businesses.

Failure to submit the above documentation shall result in the bid or proposal being declared non-responsive.

(d) Post Contract Award Requirements. The purpose of this sub-section is to establish requirements for contractor compliance with the LSBOP after a contract has been awarded. This is incorporated into all Augusta, Georgia

utilization reports shall be in the format specified by the Director of Minority and Small Business Opportunities, and shall be submitted at such times as required by Augusta, Georgia. Required forms can be found at www.augustaga.gov. If you need assistance completing a form or filing information, please contact the LSBOP Program office at (706) 821-2406. Failure to provide such reports within the time period specified by Augusta, Georgia shall entitle Augusta, Georgia to exercise any of the remedies set forth, including but not limited to, withholding payment from the Contractor and/or collecting liquidated damages.

To print a copy of the Prime Contractor Data Collection Form visit: <http://www.augustaga.gov/index.aspx?NID=1672>

Website: <http://www.augustaga.gov/index.aspx?nid=83>

Contracts for which a local small business goal has been established or negotiated.

(1) Contractors shall have an affirmative, ongoing obligation to meet or exceed the committed local small business goal for the duration of the contract. The Augusta, Georgia may deem a contractor to be in violation of the LSBOP and in breach of its contract if at any time Augusta, Georgia determines that:

(a) The contractor will not meet the committed local small business goals; and

(b) the reasons for the contractor's failure are within the contractor's control. For example, if a contractor does not meet the local small business goal because the contractor terminated a local small business without cause or if the contractor caused and local small business to withdraw from the project without justification, then Augusta, Georgia is justified in finding the contractor to be in violation of the LSBOP.

(h) Compliance.

(4) The Director of minority and small business opportunities shall be responsible for evaluating good faith efforts documentation and subcontractor information submitted by bidders in conformance with, the AUGUSTA, GA CODE and any State and Federal Laws applicable to any bid specifications for competitive sealed bid or competitive sealed proposal projects prior to award of the contract.

(i) Competitive Bids.

Nothing in this Policy is to be construed to require Augusta, Georgia to award a bid contract to other than the lowest responsible bidder, or to require contractors to award to subcontractors, or to make significant material purchases from local small businesses who do not submit the best overall pricing to Augusta, Georgia.

Sec. 1-10-130. Exceptions – federally funded projects.

In accordance with § 1-10-8 and Chapter 10B, the LSBOP shall only be utilized with federally funded projects, solicitations or contracts as authorized by federal (and Georgia) laws, regulations and conditions applicable to such projects. To the extent that there are any conflicts between any such laws, regulations or conditions and the LSBOP, the federal (and Georgia) laws, regulations and conditions shall control.

For questions and or additional information please contact: Mrs. Yvonne Gentry, Local Small Business Opportunity Program, 535 Telfair Street, Room 610, Augusta, Georgia 30901 (706) 821-2406. **NOTE:** All forms should be submitted in a separate, sealed envelope labeled Local Small Business Required Forms, Company's Name & Bid Number.

Rev. 6/27/2013

INSTRUCTIONS TO SUBMIT:

The Information Technology Department is currently requesting proposal from qualified consultants for the consulting services for a land mobile radio system (LMRS). Your submittal should respond to, and be based on, the information included in this Request for Proposal.

Responses will be received in the office of the Director of Procurement at 535 Telfair Street, Suite 605, Augusta, GA 30901 until Wednesday, July 27, 2016 @ 11:00 a.m. Each RFP must be submitted in a sealed envelope, and must be plainly marked on the outside as "RFP 16-200 Land Mobile Radio Consulting Services". They should be marked to the attention of Geri Sams, Director of Procurement. **You are required to submit one (1) marked unbound original and twelve (12) copies of your Request for Proposal.** Submittals will not be accepted after the date and time indicated.

Pre Proposal/Telephone Conference will be held on Thursday, July 7, 2016, @ 3:00 p.m. in the Procurement Department, 535 Telfair Street, Room 605. The call-in telephone number is 1-800-285-6670 (U.S. & Canada) and 713-936-6995 (international). Call one of the dial-in numbers at least five (5) minutes prior to conference. **If you choose to teleconference there is a \$35.00 fee. Make the \$35.00 check payable "Augusta Georgia Commission" and mail to Geri A. Sams, Director Augusta Procurement Department 535 Telfair Street - Room 605 Augusta, Georgia 30901.**

All firms responding are cautioned to read this RFP carefully for understanding and request clarification from Augusta on any questions pertaining to this RFP. **All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Tuesday, July 12, 2016 @ 5:00 P.M.** No RFP will be accepted by fax, all must be received by mail or hand delivered. Issues and responses addressed in any other manner will not be considered valid or binding in consideration of proposals or any subsequent contract negotiations.

Failure to provide all of the requested information may cause the proposal to be rejected as non-responsive.

Interested and qualified firm(s) and/or party(ies) are requested to make a response to accomplish the Scope of Services described herein. The response is to be signed by a duly authorized official of the firm and must be submitted in the time, manner and form prescribed. For a proposal to be considered it must remain valid for at least 60 days after bids have been opened, pending the execution of contract with the successful bidder.

If an award of contract is awarded as a result of this solicitation, the contract will be made on the basis of the response which best satisfies the intent of this RFP and other factors considered in the best interest of the Owner. Negotiations may be undertaken with the firm whose proposal shows them to be the most qualified, responsible, and capable of performing the work. In addition to cost, the Owner will consider professional qualifications and related experience to determine which proposal would be in Owner's best interest if a contract were made.

Additionally, appropriate professional registration and significant prior experience in projects of similar scope are considered minimal qualifications.

The Owner reserves the right to consider proposals or modification thereof received at any time before the award is made, if such action is in the interest of the Owner.

The Owner reserves the right to reject any or all proposals received as the result of this RFP. The Owner also maintains the right to negotiate with any firm, as necessary, to serve the best interests of Owner. The Owner will not be liable for any costs incurred by any firm prior to the execution of a contract and approval by the Board of Commissioners.

I. INTRODUCTION

This Request for Proposal (RFP) is issued by The Augusta Information Technology Department on behalf of Augusta, Georgia government for the purpose of obtaining a qualified consultant with expertise and extensive experience in public safety communications to assist in the solicitation for proposals, evaluation of RFP responses, purchase and installation of a land mobile radio system (LMRS).

This includes performing a needs assessment, producing technical specifications, assisting in an objective and unbiased selection of a LMRS provider, managing project following vendor selection, and participating in final acceptance.

II. BACKGROUND INFORMATION

The Information Technology Department for Augusta, Georgia provides and manages all technological and communications needs for the consolidated city and county government. Augusta currently has 1,483 radios on the South Carolina Statewide 800 MHz Radio and Mobile Data System which is a cost-shared public/private partnership between state government, local governments, power utilities, and Motorola Solutions, Inc. The system is a Motorola P25 - 7.15 Core which utilizes Motorola Smart-X technology to migrate the network's remaining 4.1 SmartZone sites to P25.

In operation since 1992, the South Carolina Department of Administration's Division of Technology Operations administers the system with the support of an elected advisory committee.

1. Commonly referred to as the "Palmetto 800," with over 30,000 primary users.
2. Over 750 agencies representing state government, federal government, local government, law enforcement agencies, fire services, EMS services, and power utilities in South Carolina, North Carolina, and Georgia currently participate in the shared, statewide 800 MHz radio network.
3. Continued interoperability with "Palmetto 800" is desired as Augusta migrates to a private LMRS.

The State of South Carolina has signed a contract with Motorola Solutions, Inc. to upgrade the Palmetto 800 4.1 sites to P25. The completed conversion of the Palmetto 800 system to P25 is on schedule for the Fall of 2017.

Augusta has 290 mobile computers which currently utilize Verizon air cards to achieve connectivity between the MDT and the Sierra Wireless gateway. NetMotion provides a persistent connection for the MDT, and creates a VPN tunnel through the Verizon public network into Augusta's LAN via the internet. Verizon LTE coverage throughout the County is extensive, with throughput speeds ranging from approximately 6-18 Mb/Sec in the mobile environment.

III. Minimum Vendor Qualifications

The selected consulting firm shall have the following qualifications:

- Previous verifiable system design and procurement experience that is similar in both size and scope to that requested in this RFP;
- Sufficient qualified staff with availability to complete the project. Staff must be full-time employees of the firm;
- Firm must be licensed to do business in the State of Georgia;
- Extensive planning, procurement, implementation, testing and cutover experience with standards-based P25 Conventional and P25 Trunked Systems; and
- Previous experience with both sole-source and competitive procurements for system design, replacement, or upgrades.

IV. Statement of Suitability

- Provide any information that may serve to differentiate the firm from other firms in suitability for the services contemplated in this RFP. Include all unique qualifications the firm feels are especially relevant to the Project.
- Provide information on current and projected workloads of the firm and any potential impact to the services to be provided in connection with the Project.
- Provide evidence of your firm's ability to deliver the Project within the completion dates proposed in your methodology with the least risk of delay or dispute.
- Provide information on any special, relevant, innovative or unique qualifications for the requested scope of services.
- Provide information on any management techniques or methodologies offered by the firm that may be particularly suitable for the required services.

V. Scope of Work:

Augusta, Georgia is seeking to select a consultant with expertise and extensive experience in public safety communications to assist in the solicitation for proposals, evaluation of RFP responses, purchase and installation of a Land Mobile Radio System (LMRS). The selected consultant will perform a needs assessment, produce technical specifications, assist in an objective and unbiased selection of a LMRS, manage project following vendor selection, and participate in final acceptance.

The primary objectives of this project is to improve public safety by improving radio coverage, system reliability, available system features, redundancy, system capacity, and interoperability with other agencies.

A. PHASE I: Needs Assessment

The selected consultant will perform a needs assessment and provide a needs assessment report. The needs assessment report is intended to identify all LMRS requirements relevant to the purchase of a new LMRS. This will be accomplished by interviewing all major stakeholder departments. It is intended that the resulting needs assessment information will be included in Augusta's LMRS RFP.

The selected consultant will:

1. Evaluate the following:

- a. All systems including, but not limited to, radio infrastructure, existing sites, subscribers and accessories, backhaul and dispatch systems;
- b. Capacity requirements to support current and future operations over the next ten years;
- c. User requirements;
- d. Establish coverage requirements;
- e. Establish system reliability and redundancy requirements to ensure maximum availability of the system;
- f. FCC and other regulatory requirements;

- g. Interface requirements to other systems;
 - h. Establish system migration and transition requirements;
 - i. Evaluate business model options;
 - j. Impact of future technologies, system lifecycle and refresh considerations;
 - k. Operations and maintenance requirements and projected ongoing expenses.
2. Assist in the formulation of project timeline to include a schedule of events based on industry standard and experience installing LMRS of similar size.
 3. Participate in user group site visits and stake holder meetings.
 4. Conduct stake holder interviews to collect, categorize, and formalize approval of system feature/functionality requirements.
 - a. Required (LMRS features and functionality that are required in order for it to be considered).
 - b. Requested (LMRS features and functionality that are requested and should be bid separate if additional costs are associated).
 - c. Pending Availability of Funds (LMRS features and functionality that are available but not requested. LMRS providers should identify in proposals along with any additional costs associated).
 - d. All major stake holders should formally accept applicable system feature/functionality requirements and documentation.
 5. Document interoperability requirements and procedures. Interoperability should take place without patching, when possible.
 6. Document any user requirements that are unique to Augusta.
 7. Document feature requirements.
 8. Document training requirements.
 9. Document current coverage issues to include in-building coverage deficiencies.
 10. Assess radios for suitability of use on the proposed LMRS and provide a recommended path forward regarding reprogramming, flash upgrades and/or replacement.
 11. Assess Augusta's current method of connecting mobile computers. Provide a recommended path forward if potential cost savings can be attained by utilizing the proposed LMRS.
 12. Investigate reprogramming options that will reduce the number of reprogramming events and provide a seamless migration from Palmetto 800 to Augusta owned LMRS.

13. Investigate operational improvements that will improve radio communications during the transition to a new system and following system installation.
14. Perform vertical asset inventory and assess for suitability of use. Include height if tower exists. Assess physical, structural tower loading, site accessibility/security, grounding, surge protection, electrical, fuel type/supply, and HVAC capacity within existing structures. Include tower construction recommendations if vertical asset is not available, such as but not limited to:
 - a. Water Tanks
 - b. Towers
 - c. Buildings
 - d. Facility Locations
 - e. Augusta Owned Property
15. Perform independent drive testing of current LMRS coverage. Provide maps and documentation of results.
16. Investigate system core equipment options. Augusta is adjacent to jurisdictions with recently purchased LMRS. Determine if Augusta should purchase our own core equipment or share core equipment.
17. The consultant shall document the findings of the analysis in a Needs Assessment and Alternatives Report containing multiple solutions with estimated costs and timelines. The consultant may be required to assist the County with preparations of materials and presentations to the County Commission and stakeholders.
18. Assist the County with identifying any grants that could help fund this project.

B. PHASE II: Technical Specifications/RFP Development

The selected consultant will formulate vendor-neutral specifications and requirements that will be used to acquire a LMRS provider. (System Technology, Tower Locations, Tower Quantity, Backhaul Requirements, Redundancy Options, Feature Requirements, Minimum Coverage, Life Cycle Expectations, Capacity Requirements, and Switch Location should be considered). It is intended that the resulting specifications, requirements and expectations will be included in Augusta's LMRS RFP.

The Selected consultant will:

1. Provide LMRS installation schedule.
2. Provide LMRS requirements.
3. Provide LMRS interoperability requirements with diagrams.
4. Draft MOUs for agencies requiring interoperability.

5. Provide LMRS technical specifications.
6. LMRS technical specifications should address:
 - a. Security
 - b. System Design
 - c. Network Design
 - d. Engineering Specifications
 - e. Backhaul Requirements
 - i. Augusta has dark fiber with available capacity to many existing facilities. When practical, propose use of this fiber for primary or backup tower backhaul.
 - f. Redundancy Options
 - g. System Capacity
 - i. Fleet Mapping
 - ii. Departmental Inventory
 - iii. Talk Group Configuration
 - iv. Channel Requirements
 - v. System Loading
 - vi. Antenna Configuration
 - h. Interoperability Requirements
 - i. Method of connection
 - ii. Define need for interoperation
 - iii. Define frequency of interoperation (Daily, Weekly, Monthly, Special Events, or as needed in emergency)
 - iv. Formulate testing plan and recommend frequency
 - i. A frequency exchange that will be necessary to allow Augusta to migrate to a new LMRS with minimal downtime
 - j. Tower quantity, locations and requirements

- k. Physical, electrical, site accessibility/security, grounding, surge protection, structural tower loading, fuel type/supply and HVAC requirements for proposed tower sites
 - l. Any applicable MilSpecs
7. Provide minimum LMRS feature requirements.
 8. Provide specifications regarding LMRS voice quality expectations.
 9. Provide a map showing the preferred tower locations. If any recommended tower locations will be co-located on existing towers then site accessibility/security, grounding, surge protection, power, structural tower loading, fuel type/supply, and HVAC should be addressed.
 10. Provide a map showing minimum radio coverage expectations. All buildings that require internal coverage should be identified.
 11. Make recommendations regarding the scoring criteria and methodology of scoring RFP responses.
 12. Identify the methodology of testing and the minimum criteria for final acceptance.
 13. Identify system documentation expectations.
 14. Assist in the development of a frequency reallocation plan that will minimize the possibility of co-channel interference and/or interference of any kind, and allow a seamless transition from Palmetto 800.
 15. Provide a list of LMRS providers capable of meeting Augusta's system requirements.
 16. Identify all training expectations for operational, supervisory, and technical support staff.
 17. Recommend insurance requirements for LMRS provider during installation, including but not limited to:
 - a. General
 - b. Automobile
 - c. Worker's Compensation & Liability
 - d. Professional Liability
 18. Provide the County with a recommended contract document that can be attached to the RFP, so that any questions or issues can be vetted through a formal addendum process.
 19. Provide any necessary assistance to the Evaluation Committee during the evaluation of submitted proposals.
 20. Attend, if scheduled, any interviews of firms short-listed for consideration for award in an advisory capacity. The County would view the chosen consultant as a valuable resource during this phase and would utilize any requested feedback in the evaluation process.

C. PHASE III: LMRS Vendor Selection/Project Management

The selected consultant will provide assistance scoring LMRS RFP responses and in the evaluation of potential LMRS providers. Following the selection of a LMRS provider, the selected consultant will provide project management during the acquisition and installation phase.

The selected vendor will:

1. Provide project management during all phases of LMRS acquisition, vendor selection, and installation.
2. Assist in evaluating and scoring of RFP responses based on industry standard and experience implementing systems of similar size.
3. Verify that the selected LMRS proposal meets all system requirements.
4. Verify that the selected LMRS proposal meets all interoperability requirements.
5. Verify that the selected LMRS proposal meets all technical specifications.
6. Verify that the selected LMRS proposal meets minimum radio coverage expectations.
7. Verify that the selected LMRS proposal meets voice quality expectations.
8. Verify that all proposed tower location and construction is in accordance with the LMRS RFP.
9. Verify that the selected LMRS proposal addresses system documentation requirements.
10. Verify that the selected LMRS proposal addresses training requirements.
11. Provide assistance during contract negotiations to ensure that all identified objectives are addressed adequately.
12. Ensure that the selected LMRS is expandable, in a modular fashion. It is desirable that the selected LMRS will not require "system" expansion for 6-8 years.
13. Provide a cutover plan from Palmetto 800 to the selected LMRS that will facilitate a zero downtime transition. This will be a live cutover using existing frequencies.
14. Supervise the execution of critical components of the cutover plan.
15. Provide a frequency reallocation plan that will minimize the possibility of co-channel interference and/or interference of any kind, and allow a seamless transition from Palmetto 800.
16. Supervise the execution of critical components of the frequency reallocation plan.
17. Assist in the development of LMRS Standard Operating Procedures (SOP).
18. Evaluate available maintenance and preventive maintenance options regarding the LMRS and subscriber equipment and make recommendations accordingly. (To include towers and associated equipment)

19. Evaluate available software support options regarding LMRS and subscriber equipment and make recommendations accordingly.
20. Evaluate technical support options for LMRS and subscriber equipment and make recommendations accordingly. (To include radios, towers, antennas and associated equipment)
21. Assist in formulation of ten (10) year cost of ownership projections:
 - a. Capital
 - b. Operating
 - c. Maintenance
 - d. Support
 - e. Personnel
 - f. System Expansion
 - g. Risk Assessment (Identify any foreseeable risks that have costs associated)

D. PHASE IV: Final Acceptance

Following the installation of Augusta's LMRS the selected consultant will participate in the final acceptance testing.

The selected consultant will:

1. Provide project management during all phases of final acceptance.
2. Verify that the LMRS provider has met all system requirements.
3. Verify that the LMRS provider has met all interoperability requirements.
4. Verify that the LMRS provider has met all technical specifications.
5. Verify that the LMRS provider has met minimum radio coverage expectations.
6. Verify that the LMRS provider has met voice quality expectations.
7. Verify that the LMRS provider has delivered all requested system features/functionality.
8. Verify that all tower location and construction was done in accordance with the RFP.
9. Verify that the LMRS provider has provided all system documentation.
10. Verify that the LMRS provider has provided adequate training.
11. Verify all test results provided by the LMRS provider. (Perform independent drive testing, if necessary)

12. Verify that interoperability is fully functional in accordance with the interoperability plan.
13. Document procedures necessary to achieve interoperability with each agency.
14. Perform any additional tests as identified in the final system acceptance criteria and document the results.
15. Work with Augusta and the LMRS provider to remediate any co-channel interference, RF interference, construction or system performance issues.

VI. GENERAL CONDITIONS

This RFP is not an offer to contract. Acceptance of a proposal neither commits Augusta to award a contract to any vendor, even if all requirements stated in this RFP are met, nor limits our right to negotiate in our best interest. We reserve the right to contract with a vendor for reasons other than lowest price.

Failure to answer any question in this RFP will subject the proposal to disqualification. Failure to meet a qualification and/or specific requirements of this RFP will disqualify the vendor's proposal. Proposals will not be considered for contract after the specified date and time shown in the *Schedule of Events* found in this RFP. Proposals not submitted in the format specified in the *Required Proposal Format* section of this RFP will be rejected.

A. Confidentiality/Public Knowledge

Any proposal submitted becomes the property of the citizens of Augusta. Proposals submitted by potential vendors is public information and will be provided to the general public, upon demand, after the contract has been awarded, with the exception of confidential financial information provided exclusively for determining the financial stability of a potential contractor.

B. Right of Rejection

We reserve the right to accept or reject any or all, potential vendor responses to this RFP.

C. Cost of Proposals

Expenses incurred in the preparation of proposals in response to this RFP are the vendor's sole responsibility.

D. Rights to Terminate

Augusta retains the rights to terminate any agreement arising from this RFP, in whole or in part, for the convenience of the city, including, but not limited to, if all or part of applicable funding becomes unavailable. If applicable funding is reduced, Augusta may either cancel agreement or offer an amendment reflecting the reduced funding.

Augusta further retains the right to terminate any agreement arising from this RFP, in whole or in part, should the execution of any phase or partial phase show continuation of the project not to be in the best interests of Augusta. Either party shall have the right to terminate any agreement arising from this RFP if the other party is in default of any obligation hereunder and such default is not cured within thirty (30) days of receipt of a notice specifying such default.

IV. EVALUATION AND METHOD OF VENDOR CHOICE

Once the vendor proposals are received, they will be reviewed by an Evaluation Committee. The committee will review the proposals and evaluate them based on the criteria detailed in Attachment A "Criteria for Evaluation".

The committee will choose the top three proposals, review their price documentation, and offer the bidders the opportunity to present their product and proposal in person. Following the presentations, the committee will vote on the preferred vendor and contract negotiations will begin. All contracts with vendors are subject to approval by the county attorney. Depending on the final cost, the Augusta Administrator and/or the County Board of Commissioners will have approval authority over the contract and proposed budget outlay.

V. GENERAL INSTRUCTIONS

This section contains instructions governing the proposal to be submitted.

- A. Submit your proposal via mail to:

**Geri A. Sams, Director
Augusta Procurement Department
535 Telfair Street - Room 605
Augusta, Georgia 30901**

- B. The proposal will be accepted for consideration if it includes the following components:
1. **The original and twelve (12) copies of bidder proposals.** Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the RFP #16-200 Land Mobile Radio Consulting Services.
 2. **One original and twelve (12) copies of the price proposal. Proposal must be sealed and labeled on the outside of the package "Fee Proposal RFP #16-200 Land Mobile Radio Consulting Services".**
- C. The proposal must be received at the Procurement Department on or before **July 27, 2016 at 11:00 a.m.** in order to be considered responsive.
- D. Proposals submitted by facsimile will not be accepted.
- E. The proposal shall remain valid for 120 days from the proposal due date. Please provide the name, title, address, phone, fax and e-mail address of the individual who will serve as our primary contact for purposes of the RFP.
- F. Your proposal shall be in the format as described in the *Required Proposal Format* section of this document.
- G. All proposals submitted become the property of Augusta and will not be returned. Proprietary information within the proposals should be clearly marked as such.
- H. All bidders should not be in default to Augusta.

VI. SCHEDULE OF EVENTS

A. Event Calendar

Tentative Dates	Activity
June 9, 2016	Issue of RFP
July 7, 2016 @ 3pm	Pre-proposal Conference
July 12, 2016 @ 5pm	Questions Submittal Deadline
July 27, 2016 @ 11am	Submission of Proposals
Tentative - August 11, 2016	Evaluation Meeting
Tentative - August 18, 2016	Presentations by Finalists/Select Vendor

B. Explanation of Events

1. Issue of RFP

This RFP is being issued by the Augusta Procurement Department. This and any other Augusta RFP can be viewed from Augusta's Internet site, located at <http://www.AugustaGA.gov>, which uses the DemandStar service to provide online access to bid documents. From <http://www.AugustaGA.gov> choose:

- Online Bids (from the list on the left) of the page.
- Select "Active" in the "View bids that are" window and click "Search".
- On the appropriate Bid, click "Download/Order" (on the far right).
- Follow the instructions.

If you are a member of DemandStar, this download is free. If you are not a member, there is a nominal cost.

2. Pre-Proposal Conference

A Pre Proposal/Telephone Conference will be held on Thursday, July 7, 2016, @ 3:00 p.m. in the Procurement Department, 535 Telfair Street, Room 605. The call-in telephone number is 1-877-285-6670 (U.S. & Canada) and 713-936-6995 (international). Call one of the dial-in numbers at least five (5) minutes prior to conference. **If you choose to teleconference there is a \$35.00 fee. Make the \$35.00 check payable "Augusta Georgia Commission" and mail to Geri A. Sams, Director Augusta Procurement Department 535 Telfair Street - Room 605 Augusta, Georgia 30901.**

3. Questions Submittal Deadline

Potential bidders may submit additional written questions as to the intent or clarity of this RFP. **All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Tuesday, July 12, 2016, @ 5:00 P.M. No RFP will be accepted by fax, all must be received by mail or hand delivered.** Be advised that contact with any department other than Procurement may result in automatic disqualification from the selection process.

4. **Submission of Proposal**

Proposals are due in the Procurement Department by **Wednesday, July 27, 2016 @ 11:00 a.m.** Proposals received after this deadline will not be accepted. The date and time of receipt will be recorded on each proposal. Proposals must be addressed and labeled according to the directions established in the *General Instructions* section.

5. **Proposal Evaluation**

An Evaluation Committee will perform the evaluation of proposals. During this time, the Procurement Director may, at her option, initiate discussions with bidders who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals, but proposals may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by the bidders.

6. **Evaluation Meeting**

The Evaluation Committee will select and the Procurement Director will notify the finalist bidders. Only finalists will be invited to participate in the subsequent steps of the procurement. The schedule for the oral presentations will be determined at this time.

7. **Presentation by Finalists**

Finalist bidders will be required to present their proposals to the Evaluation Committee. The Procurement Director will schedule the time for each bidder presentation and demonstration. All presentations and demonstrations will be held in the Procurement Department at 535 Telfair Street, Room 605 or other site designated by the Procurement Director. Each presentation and demonstration will be limited to two (2) hours in duration.

8. **Award Agreement**

After review of the Evaluation Committee Report, Augusta will offer the bid to the bidder in which the proposals are deemed most advantageous, taking into consideration the evaluation factors set forth in the RFP will be selected for award. No minimum or maximum number of awards has been predetermined.

VII. REQUIRED PROPOSAL FORMAT

The proposal package is comprised of two distinct sets of documents: the RFP Response and the Price Proposal. **Submittals of firm information and qualifications should be no more than fifty (50) pages in length (exclusive of cover sheet and tabs) and should include the following information, in the order in which it is listed below (items may be consolidated onto single pages to allow more space for other material):**

A. RFP Response

Please follow the format below for your proposal's response and provide five (5) sections under separate tabs as follows:

1. Executive Summary

The Executive Summary shall include a brief statement of approach to the work, understanding of the project's goals and objectives and demonstrated understanding of the potential problems and concerns.

2. Qualifications

- Brief history of the firm, location of relevant offices, number of years the company has been in the radio consulting business.
 - Dun and Bradstreet Rating or other acceptable proof of financial responsibility.
- The number, locations, descriptions, original, and final construction cost of all relevant radio system consulting projects completed, their dates of construction, if the projects were completed on time and within budget, and the key staff members that worked on the project and if those staff members are still with the firm. Please provide the firm that was recommended and selected for the radio system projects referenced in this section.
- Resumes of key personnel that will be working on the radio system consulting project. Include their experience with similar projects, length of service in the radio communications field, and length of service with the firm. Include an organization chart to indicate all key personnel and consultant team members, their assigned roles and their office locations. Please indicate in the resumes of assigned staff any work experience with any of their firms that may submit proposals for the radio system project.
- Listing of any consultant team members that are not part of this project and their relevant experience, and any work history with any of the firms that may submit proposals for the radio system project.

3. Customer References

- Names and references from each county or city that the firm has recently (within five years) prepared or is preparing radio system consulting projects, and the firm that was recommended and selected for the radio system project.
- Include client name, mailing address, contact name and phone number, email address, and a description of the services provided, include project dates and special features.

4. Project Approach

- Methodology and approach to this radio system consulting project.
- Statement of current workload and availability for this project.
- Weekly schedule for each requested Phase (I, II, III and IV).

5. Documents required by County

B. Price Proposal

This is a simple document no longer than three pages in length that describes your pricing model and provides a final price subject to any changes that might occur during contract negotiation. Please maintain clarity and provide options as you see fit that will best suit Augusta's needs. Additionally, this should provide a cost breakdown by category (dollars per milestone/phase, dollars per deliverable, man-hours to complete, etc.). This should be in a separate enveloped marked "PRICE PROPOSAL".

Pricing proposal should include fixed prices for each phase detailed in this RFP, inclusive of all travel and labor expenses. Proposal should also include an hourly labor rate for any additional tasks that might be requested outside of the scope of this RFP.

The attached "Proposal Form" should be utilized as a summary of your pricing proposal.

Fee Proposal shall be submitted in a separate sealed envelope with the following information on the outside of it: RFP 16-200 Land Mobile Radio Consulting Services – Fee Proposal

CRITERIA FOR EVALUATION

RFP – Evaluation/Scoring Guidelines

The evaluator/evaluation committee will consider the following guidelines in awarding points to the evaluation criteria and the evaluations of the referenced questions.

Superior: 675 – 750 Points exceptional – completely and comprehensively meets all of the requirements of the RFP; may provide additional information or cover areas not originally addressed within the RFP and/or include additional information and recommendations that would prove both valuable and beneficial to Augusta, Georgia.

Good Response: 600 – 674 Points - clearly meets all the requirements of the RFP and demonstrates in an unambiguous and concise manner a thorough knowledge and understanding of the category or categories with no deficiencies noted.

Fair Response: 525 – 599 Points - minimally meets most requirements of the RFP. Respondent/Offeror(s) demonstrated some ability to comply with guidelines and requirements of the category or categories, but knowledge of the subject matter is limited.

Failed Response: 0 – 524 Points - does not meet the requirements of the RFP. Respondent/Offeror(s) has not demonstrated sufficient knowledge of the subject matter.

Note: Respondent/Offeror(s) receiving 600 or more points will be invited to do presentations to provide additional information if deemed necessary.

Selection. Procurement Director, in consultation and upon the recommendation of the head of the using agency, shall select from among the offerors no less than three (3) offerors (the "short-listed offerors") deemed to be the most responsible and responsive; provided, however, that if three (3) or less offerors respond to the solicitation, this requirement will not apply. The selection of the short-listed offerors shall be made in order of preference. From the date proposals are received by Procurement Director through the date the contract is awarded, no offeror may make substitutions, deletions, additions or other changes in the configuration or structure of the offeror's teams or members of offeror's teams prior to award. The selection criteria shall include, but not be limited to, those contained in section 1-10-52(g) and the following:

- (1) Previous experience demonstrating competence to perform work or services involved in the solicitation;
- (2) Past performance of previous contracts with respect to time of completion and quality of work;
- (3) The fee or compensation demanded for the services;
- (4) The ability to comply with applicable laws;
- (5) The ability to comply with the schedule of the commencement and completion of the services, as required by Augusta, Georgia;
- (6) The financial ability to furnish the necessary bonds to the extent necessary;
- (7) The financial condition of the offeror; and
- (8) The ability to provide staffing of management personnel, satisfactory to Augusta, Georgia.

RANKING		SCORING
First Round Elimination		Pass/Fail
Submittal and Quality of RFP (MUST PASS FOR CONTINUED CONSIDERATION)		
A. Package submitted by the deadline		Pass/Fail
B. Package is complete (includes requested information as required per this solicitation)		Pass/Fail
Second Round Elimination		50
Quality of RFP (MUST ACHIEVE 35 POINTS FOR CONTINUED CONSIDERATION)		
C. Overall Quality of RFP (concise and to-the-point)		
Proposer's 's Overall Ability to Provide the Services		470
D. Narrative		
1. Technical Approach	100	
2. Financial Responsibility	100	
3. Project Management	95	
4. Key Personnel & Staff	90	
5. Organizational Qualifications	75	
6. Optional Interview (Potential bonus Points)	10	
Scope of Services		200
E. Scope of Services		
1. Ability to address statement of scope	80	
2. Ability to coordinate stated issues with the State of Georgia	40	
3. Ability to coordinate stated issues with Palmetto 800	30	
4. Demonstrated ability to perform projects of equal size and complexity	30	
5. Customer satisfaction for projects of equal size and complexity	20	
Proximity to Area (Does not apply to Federally Funded Projects)		10
F. Proximity to Area		
• Within Richmond County	10 points	
• Within CSRA	8 points	
• Within Georgia	6 points	
• Within SE United States (includes AL, TN, NC, SC, FL)	4 points	
• All Others	2 points	
Cost/Fee Consideration		10
G. Cost/Fee Proposal (Enclose in a separate sealed envelope)		
• Lowest Fee	10 points	
• Second	8 points	
• Third	6 points	
• Fourth	4 points	
• Fifth	2 points	
Reference(s)		10
H. References		

Note: Respondent/Offeror(s) receiving 600 or more points will be invited to do presentations to provide additional information if deemed necessary.

Internal Use Only	
Evaluator:	Date:
Procurement Department Representative: _____	
Procurement Department Completion Date: _____	

A Selection Committee will review all proposals submitted in response to this RFP. The selection committee will rank the firms based upon cost as well as the quality and content of their proposal. While cost is not the driving factor, the committee will also review qualifications and past performance.

Phase One Criteria (Identify short listed offerors only)

The Procurement Director, in consultation and upon the recommendation of the head of the using agency, shall select from among the offerors no less than three (3) offerors (the "short-listed offerors") deemed to be the most responsible and responsive; provided, however, that if three (3) or less offerors respond to the solicitation, this requirement will not apply. The selection of the short-listed offerors shall be made in order of preference. From the date proposals are received by Procurement Director through the date the contract is awarded, no offeror may make substitutions, deletions, additions or other changes in the configuration or structure of the offeror's teams or members of offeror's teams prior to award.

It is the intent of the Owner to conduct a fair and comprehensive evaluation of all proposals received. The contract will be awarded to the proposer who submitted a proposal that is most advantageous to the Owner.

Your team will be evaluated on the basis of how well your firm and its individual professionals meet the criteria outlined including general and specific selection criteria. Based on the Evaluation Criteria, Augusta reserves the right to select more than one firm to provide the requested services. Please submit your proposal in a concise written tabulated format indexed and organized. The recommended firm and contract will be presented to the Augusta Commission for final approval.

Each submittal must respond to the requested information for each section.

Phase Two Criteria (if deemed necessary)

(Rank the company that best address scope of service/ technical proposal as outlined in the specifications to be in the best interest of Augusta, Georgia).

After an initial screening process, a technical question and answer conference or interview will be conducted, if deemed necessary, to clarify or verify the offeror's proposal and to develop a comprehensive assessment of the proposal.

Final negotiations and letting the contract. The Committee shall rank the technical proposals, open and consider the pricing proposal. Award shall be made or recommended for award through the Augusta, Georgia Administrator, to the most responsible and responsive offeror whose proposal is determined to be the most advantageous to Augusta, Georgia. No other factors or criteria shall be used in the evaluation. The contract file shall contain a written report of the basis on which the award is made/recommended. The contract shall be awarded or let in accordance with the procedures set forth in this Section and the other applicable sections of this chapter.

Any or all of the firm(s) may be requested to expand on their response and/or make a formal presentation.

PRICE PROPOSALS - Price shall be submitted in a separate sealed envelope

Price is not the driving factor of this award and shall be considered as follows: In making this decision, the Using Agency and the Procurement Director shall take into account the estimated value, the scope, the complexity and the professional nature of the services to be rendered. Should the Using Agency and the Procurement Director be unable to negotiate a satisfactory contract with the offeror considered to be the most responsible and responsive at a price for the Using Agency and the Procurement Director determines to be fair and reasonable to Augusta, Georgia; negotiations with that offeror shall be terminated. The Using Agency and the Procurement Director shall then undertake negotiations with the second most responsible and responsive short-listed offeror. If negotiations with the second most responsible and responsive short-listed offeror are unsuccessful, negotiations shall be terminated and the Using Agency and the Procurement Director shall then undertake negotiations with the third most responsible and responsive short-listed offeror. Should Using Agency and the Procurement Director be unable to negotiate a contract with any of the short-listed offerors, the Using Agency and the Procurement Director and the using agency may select from the additional offerors that were not short-listed in order of their responsibility and responsiveness and the Using Agency and the Procurement Director may continue negotiations in accordance with this section until an agreement is reached.

Price information shall be separated from the proposal in a sealed envelope and opened only after the proposals have been reviewed and ranked. The names of the respondents will be identified at the proposal opening; however, no proposal will be handled so as to permit disclosure of the detailed contents of the responses until after award of contract. A record of all responses shall be prepared and maintained for the files and audit purposes.

Price shall be submitted in a separate sealed envelope

with the following information on the outside of it:

RFP 16-200 Land Mobile Radio Consulting Services – Fee Proposal

When in the best interest of Augusta, Georgia, Augusta reserves the right to request additional fee information and to request a “Best and Final” offer.

PROPOSAL FORM

Subject to the foregoing and the terms contained in the Proposal Documents, the Offeror does hereby submit a guaranteed cost proposal for completion of the cumulative total project in the following amount (the "Proposal Amount"):

_____ (\$ _____)
(use words) (figures)

DATE: _____, 2016.

COMMENCEMENT OF WORK

Undersigned agrees to commence actual work on the project with an adequate force within ten days of a date to be specified in a written order of the Owner and to substantially complete work in _____*consecutive calendar days from and including said date. Number of days after substantial completion to 100% completion including deficiency list shall not exceed twenty (20) days.

(*) Contractor fill in proposed number of consecutive calendar days.

<u>COST BREAKDOWN PER PHASE</u>	<u>COST</u>	<u>TIMEFRAME</u>
PHASE I		
PHASE II		
PHASE III		
PHASE IV		

HOURLY RATE: _____

OFFEROR:

If an individual(s):

Name(s): _____

Signature(s): _____

If a legal entity, not an individual(s):

Name: _____

A limited liability company/corp/other

By: _____

(signature)

Name/Title: _____

Offeror's Address:

Offeror's Tele: _____

Offeror's Fax: _____

Offeror's Email: _____